



## **WAWG SUPPLEMENT 1**

### **CAPR 62-1**

**23 July 2008**

#### **Safety**

### **CIVIL AIR PATROL SAFETY RESPONSIBILITIES AND PROCEDURES**

CAPR 62-1, dated 4 June 2008, is supplemented as follows:

2. Added.

f. Safety Policy. The preservation of human resources is one of the major goals of the Civil Air Patrol. Safety of members and the public during any and all Wing operations is paramount. It is the responsibility of commanders at all levels to make safety an integral part of their operating procedures. No phase of an operation is of greater importance than accident prevention. It is, therefore, the policy of the Washington Wing Commander to require an ongoing safety program in every unit. The unit commander is the key person in the safety program because that person has direct contact with the personnel and operations of the unit. A commander may not be relieved of any part of their responsibility for safety. Safety practices will be considered an integral part of all operations. No task or mission will be considered properly planned or effectively completed unless every individual involved has followed every precaution and safety rule to protect everyone involved from undue risk of injury.

To accomplish this objective, every Washington Wing unit and/or activity must have a qualified senior member formally, written or orally, appointed as the Safety Officer for the unit/activity. Cadets may, and are encouraged to be used as Assistant Safety Officers within the unit and during activities.

The Wing Commander believes in the dignity and importance of individual members, and in that member's right to derive personal satisfaction through participation in CAP activities. Although some risks are confronted during the conduct of some CAP missions and activities, every effort must be taken to minimize those risks. In addition, some operations may have to be delayed, suspended or canceled when the assessment of risk exceeds acceptable standards. A person joining CAP will expect commanders to provide guidance based on their experience and performance of the mission or activity without fear of being unnecessarily put in harm's way.

It is important that all members, not just aircrews, understand that they have the right to turn down any tasking that they feel is unsafe or that they are not trained or prepared to accomplish. Members must know their own capabilities and limitations and make decisions accordingly. There will be no punitive action taken against anyone who turns down a mission.

3b. Added. In the event that a unit changes their Safety officer at any time during the year, the Wing Safety Director shall be notified in writing or via e-mail within 30 calendar days after such change.

3c. Added. Safety Survey: ALL units, Squadrons and Flights will complete the on-line Safety Survey not later than 31 January each year. (NOTE – This date is the latest acceptable date for purposes of this Regulation and Supplement. An earlier date may be required for Washington Wing Unit Points standings.)

Each Unit Safety Officer shall retain a copy of the Safety Survey for their Unit. The Wing Safety Director will coordinate with each unit and that unit's Area Vice Commander to insure that any

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deficiencies noted on the Unit Annual Safety Survey are addressed as required. As deficiencies are corrected the Wing Director of Safety shall be notified in writing or by e-mail.

3d(4). Added. Unit Monthly Safety Briefings and Attendance reports – the Unit Safety Officer shall hold safety briefings at least monthly and submit copies of the safety briefing reports and attendance records for the prior 3 months to the Wing Safety Director not later than the 15<sup>th</sup> day of the month following that quarter (e.g. Reports for January, February and March shall be submitted NLT April 15<sup>th</sup>, April, May, and June NLT July 15<sup>th</sup>, etc..)

6c. Added. Equipment inspections at activities/missions. Personnel transporting and delivering any corporate vehicle to an activity or mission with the intent that said vehicle or aircraft be utilized in support of that activity or mission, shall have completed an appropriate inspection form for that vehicle or aircraft (CAPF-71 for an aircraft the Vehicle Inspection Worksheet from the CI Guide dated June 2007. (See attachment 1 to this supplement) The person inspecting the aircraft of vehicle shall enter at the upper Right of the inspection form the Mission Number or activity Name. On the Vehicle Inspection Worksheet, the person inspecting shall also note the odometer reading of the last oil change and shall sign the form. and shall turn that inspection form accompanied with the Aircraft AIF (Aircraft Information File) book or the Vehicle Records Folder and keys over to the IC or Commander of the activity or his/her designee.

The person, in doing so, is certifying that said vehicle or aircraft has been properly inspected and was considered safe and operational at the time of delivery to the activity/mission. The IC or Commander of the activity or his/her designee shall review the inspection form and equipment log(s) before accepting the equipment for use at the mission/activity.

The Mission/Activity Safety Officer or his/her designee shall review that form, and as time allows shall visually check the vehicle/aircraft to assure that the inspection was valid and complete and that the vehicle/aircraft may be used for the activity.

No vehicle/aircraft shall be utilized for an activity/mission until such inspection(s) have been accomplished and the Mission/Activity Safety Officer or his/her designee have advised the IC or Commander of the activity or his/her designee that the vehicle/aircraft has been accepted by Safety for use at the mission/activity.

No aircraft with less than ten (10) hours remaining before scheduled or required maintenance or inspections, or having obvious defects such as tires with bald spots or cords showing, defective instruments or accessories, etc., shall be transported to any mission or activity for use at that event. An exception may be authorized by the Wing Commander when the approved maintenance facility for the defects/service/inspections is co-located where the mission or activity is taking place, provided that the aircraft is used only to transport participating personnel to that location. In this event, the aircraft will not be turned over to the mission/activity for use, but shall be delivered to the maintenance facility until maintenance has been performed and signed off as required.